

## MEETING MINUTES

### **REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN**

**TUESDAY, DECEMBER 16, 2025 ~ 5:30 P.M.**

**IN-PERSON AT LITCHFIELD FIREHOUSE, 258 WEST ST, LITCHFIELD, CT AND  
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE**

**Call to Order** First Selectman Denise Raap called the hybrid meeting to order at 5:30 p.m. Selectmen present were John Bongiorno, Jodiann Tenney, Jeff Zullo, and First Selectman Denise Raap. Selectman Dan Morosani arrived at 5:33 p.m.

#### **Approval of Minutes:**

- a) **Board of Selectmen, special meeting, 12/01/2025 Motion:** J. Zullo motioned to approve the 12/01/2025 Board of Selectmen special meeting minutes. J. Tenney seconded the motion, all voted aye and the motion passed.
- b) **Board of Selectmen, regular meeting, 12/02/2025 Motion:** J. Zullo motioned to approve the 12/02/2025 Board of Selectmen regular meeting minutes. J. Bongiorno seconded the motion, all voted aye and the motion passed.

**Public Requests/Comments** Matt Tobin, Litchfield Resident, requested that a meeting be scheduled for the ad hoc committee reviewing Region 20's invoices. D. Raap stated that a binder will be assembled with printed copies of the invoices, and an email will be sent to members for a meeting at the beginning of January. \*D. Morosani entered the meeting at 5:33 p.m.

**Selectmen's Requests Motion:** J. Zullo motioned to add pending litigations under executive session. J. Bongiorno seconded the motion, all voted aye and the motion passed. J. Zullo noted that the Litchfield Volunteer Ambulance's new building's roof is expected to be completed this week.

**First Selectman's Update Report** D. Raap congratulated Brett Seamans on his promotion to Supervisor of the Department of Public Works, noting what a great addition he has been to the Town. She reported that she has requested the Chair of the Region 20 Board of Education and Region 20 Superintendent Dr. Jeffery Villar to establish a Regional Board of Finance, which would need to be created by the Board of Education. D. Raap stated that Paul Gibb, Litchfield's Emergency Management Director, has been coordinating with Waterbury regarding water distribution assistance. She also reported receiving a letter from Aquarion regarding a proposed water rate increase. Additionally, she noted that the Connecticut Department of Transportation will not be presenting at the public hearing scheduled for 01/24/2026 due to availability issues. CT DOT will instead take ownership of the hearing and schedule their own meeting in February. At the recent Board of Finance meeting, the Town's Auditor explained that they will be applying for an extension. Finally, D. Raap announced that the State Trooper hosted meeting has been rescheduled to 01/20/2026 and will be held at the Bantam Firehouse.

**Resignations** none

#### **Interviews, Appointments & Reappointments**

- a) **Interview David Mesarago for the Park & Recreation Commission, alternate member, term ending 06/2029 Motion:** J. Zullo motioned to appoint David Mesarago to the Park & Recreation Commission as an alternate member with a term ending 06/2029. J. Tenney seconded the motion, all voted aye and the motion passed.
- b) **Appoint Ann Combs to the Beautification Commission, regular member, term ending 02/2028 Motion:** J. Zullo motioned to appoint A. Combs to the Beautification Commission as a

regular member with term ending 02/2028. J. Tenney seconded the motion, all voted aye and the motion passed.

**Liaison Reports/Commission-Committee Minutes:** On TownofLitchfield.org website

**Region 20 Update** J. Zullo noted that Dr. Villar had originally indicated an initiative to close one of Litchfield's schools; however, that is not the current plan of the Region 20 Ad Hoc Facilities Committee. He continued that there may be better ways to utilize the buildings, also noting that Region 6's last major investment was in 2000. He added that the buildings have not been reviewed in detail and that Lakeview High School has significant issues. J. Zullo further stated that there is discussion about hiring an architect, similar to the Town's approach with the Bantam Annex, to help evaluate the buildings. He noted that Litchfield's two elementary schools have the highest use in the district and emphasized that with \$80 million in infrastructure, a master plan is needed. J. Bongiorno noted that previous studies were completed in Litchfield in 2016 and 2017, and before spending money on another firm, he would like those studies reviewed to avoid continued spending on analysis. J. Tenney questioned the goal of the analysis, expressing concern that it may support the closing of an elementary school. D. Morosani questioned whether it would support redistricting, giving the example of Warren Elementary having only 52 students and suggesting that a portion of Bantam could be reassigned to Warren, potentially phased in to avoid disrupting current students. D. Raap added that not closing schools now would allow major renovations to proceed with the ability to temporarily house students in another school during construction. She also noted the potential for a 45% reimbursement for major compliance-related upgrades.

**Advanced Tech Update** J. Bongiorno noted that the new phone system is scheduled to be installed on 12/17/2025. He stated that Frontier will absorb the cost of the power-over-fiber work, which is expected to be completed by the end of January. J. Zullo requested that the WiFi-on-the-Green notice be shared with the Litchfield Area Business Association and Visit Litchfield to help spread awareness

**WPCA Liaison Update** no update

**Sustainable Litchfield Update** no update

**Vacancies:** The list of current appointed vacancies with term expirations is as follows:

Advanced Technology Commission: 2 alternate members 2/2026

Beautification Commission: 1 regular members 1-02/2026, 1-02/2027; 3 alternate members 2/2028

Cable TV Advisory Council: 1 member 6/2025

Conservation Commission: 1 regular member 12/2028, 1 alternate member 12/2025

Economic Development Commission: 1 alternate member 6/2027

Inland Wetlands Commission: 2 alternate members 6/2027

Litchfield Arts Council: 2 regular members 8/2027

Litchfield Prevention Council: 3 alternate members 1-6/2026, 1-6/2027, 1-6/2028

Milton Historic District Commission: 1 regulars 1/2030; 3 alternate members 2-1/2027, 1-1/2028

Pension Commission: 2 alternate member 1-3/2028, 1-3/2030

Sandy Beach Commission: 1 regular member 12/2028

Sustainable Litchfield Committee: 1 regular member 3/2026, 1 alternate members 3/2026

Town Facilities Review Committee: 4 regular members 3/2026; 2 alternates 3/2026

Veterans' Advisory Committee: 1 regular member 8/2026; 1 alternate member 8/2027

Waste Reduction Committee: 1 regular member 02/2026

Water Pollution Control Authority (WPCA): 1 alternate member 1/2026

Western CT Coalition, CAC #22: 1 member 5/2027

Zoning Board of Appeals: 3 alternate members 3/2027

### **Tax Refunds**

- a) **Two Tax Refunds, Totaling \$465.43 Motion:** J. Zullo motioned to approve the two tax refunds totaling \$465.43. J. Tenney seconded the motion, all voted aye and the motion passed.

### **Old Business**

- a) **Resident Troopers Versus Constables** D. Morosani reported on his meeting with Troop L Lieutenant St. John, noting that all towns in the area allow full-time officers to take their vehicles home due to logistical issues with transferring vehicles, particularly because the long gun is secured in a safe in the locked trunk and weapons are not shared among officers. He stated that to attract high-quality candidates, he recommends adopting a similar practice for full-time constables, with the understanding that the contract must specify the vehicle is for official use only. He also noted that although the Town has a third full-time Resident Trooper budgeted, it has not yet been granted; however, once granted, it becomes the responsibility of the Connecticut State Police to staff that position even if the officer is sick, injured, or retires. In contrast, backfilling constable positions falls on the Town. J. Zullo commented that he believes residents want an increase in policing, not necessarily constables. D. Morosani further noted that his meeting with the Lieutenant clarified that Resident Troopers can perform all duties a constable can, including parking enforcement, though Town ordinances may need clarification. D. Raap added that the Town's Resident Troopers have always been responsive. The BOS agreed that D. Raap will send another email requesting a third Resident Trooper and will continue exploring the costs associated with hiring constables, with the intention of presenting that information at the 01/24/2026 public hearing.
- b) **Hardware Maintenance and Software License, Maintenance and Support Services Agreement Between Election Systems & Software, LLC and the Town for Litchfield Motion:** J. Zullo motioned that the Board of Selectmen approve the Hardware Maintenance and Software License, Maintenance and Support Services Agreement between Election Systems & Software, LLC and the Town of Litchfield and forward to the Board of Finance and Town Meeting. J. Tenney seconded the motion, all voted aye and the motion passed.
- c) **Local Capital Improvement Program LoCIP Project Authorization Request Motion:** J. Tenney motioned that the Board of Selectmen authorize that the LoCIP grant funds in the amount of \$121,584.81 will be used for the Andre Drive paving and curbing project. J. Zullo seconded the motion, all voted aye and the motion passed.
- d) **Local Option Additional Property Tax Exemption for Veterans and Surviving Spouses Ordinance - Filing Date Extension Amendment Motion:** J. Zullo motioned that the Board of Selectmen approve the filing date extension amendment to March 1, 2026. J. Tenney seconded the motion, all voted aye and the motion passed.

### **New Business**

- a) **Notice of the Annual Town Meeting, 01/24/2026 Motion:** J. Zullo motioned that the Board of Selectmen approve the Annual Town Meeting call for 01/24/2026 and sign the call. J. Tenney seconded the motion, all voted aye and the motion passed.
- b) **Notice of Public Hearings, 01/24/2026 Motion:** J. Zullo motioned that the Board of Selectmen approve the Public Hearing call for 01/24/2026 and sign the call. J. Tenney seconded the motion, all voted aye and the motion passed.

### **Correspondence**

- a) J. Tenney noted that she sent a letter on her own behalf to the Litchfield Hills Road Race and received a response stating that there are no mile markers or any associations with the accused.

b) Ted Donahue, Superintendent of Sewer Department, requested a pay out of one week of vacation time **Motion:** J. Tenney motioned that the Board of Selectmen approve the pay out of five days of vacation time. J. Zullo seconded the motion, all voted aye and the motion passed.

**Executive Session**

a) Pending Litigations, all members of the Board of Selectmen at 6:55 p.m. All members came out of executive session at 7:06 p.m. no motions no votes.

**Adjournment Motion:** J. Zullo motioned to adjourn at 7:06 p.m. J. Bongiorno seconded the motion, all voted aye and the motion passed.



Denise Raap, First Selectman